7122 W. Okanogan Pl Bldg A
Kennewick, WA 99336
PHONE (509)737-2777
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MINUTES

REGULAR MEETING
ADMINISTRATION BUILDING
COMMISSIONER'S MEETING ROOM 303
MARCH 12, 2024
2:00 P.M.
Executive Session: No

The meeting opened at 2:00 pm.

Commissioners Present – Paul Hart, Patty Wilson and Delaney Tucker.

Approval of February 13, 2024 Meeting Minutes
Vice Chair Wilson moved for the approval of the February 13, 2024 meeting minutes, Commissioner Tucker seconded and the motion passed unanimously.

Staffing Update and Certification of Eligibility Lists
Current openings were discussed. Lieutenant Mike Clark updated the Commission on the hiring process. They are currently vetting 1 lateral candidate and 2 entry level candidates. While looking at the list for Entry Level Deputies, Vice Chair Wilson noticed there were 2 names that had passed the one year mark from when they tested. Chief Examiner Henry said she would update the list and recertify after the meeting. Lieutenant Clark then discussed the Sheriff's Clerical opening, and stated they were getting close to finishing vetting one candidate. Ms. Henry brought up reposting the job and when they would like that done, she mentioned she could do it when it was down to 10 names. Lieutenant Clark agreed but said it probably wouldn't be necessary as they seem pretty set on the one candidate. He then went into detail about when vetting candidates, if they make it through the backgrounding phase, they are normally good candidates. But some hold out until the polygraph to let them know something that they've done that wasn't disclosed on their PHS. Commissioner Tucker asked when they get the PHS's for review. Ms. Henry explained that she sends each individual PHS to the Sheriff's Office when they receive a new name off of the list. Lieutenant Clark agreed and said reviewing the PHS is where most people get removed.

The eligibility lists for Entry Level Deputies, Lateral Deputies and Sheriff's Clerical were reviewed and certified at this time.

Update on the Civil Service Rules

Ms. Henry asked the Commission for their blessing in updating the Civil Service Rules. She wanted to not only simplify and condense them down a little bit, but ensure that they included important information that the current rules lack. One example that she brought up was about lateral entry qualifications, as the current rules don't state anything about that. Vice Chair Wilson asked if they would be reviewed by legal before being implemented. Ms. Henry assured them the rules would get a legal review when they were finalized. The Commission gave her their blessing to go ahead and begin the process.

Public Comment

At this time, Chair Hart asked if there was any public comment and there was no response.

Setting of April Meeting

April 9th at 2:00 pm in the Commissioner's Meeting Room 303

Meeting adjourned at 2:10 pm.

Approved this 9th day of April, 2024

Paul Hart, Chair

Patty Wilson, Vice Chair

Delaney Tucker, Commissioner

~~Attest:~~

Devon Henry, Chief Examiner

Civil Service Commission

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AGENDA

REGULAR MEETING
ADMINISTRATION BUILDING
COMMISSIONERS' HEARING ROOM 303
MARCH 12, 2024
2:00 P.M.
Executive Session: If Needed

Call to Order

Regular Business:

- Approve minutes for the February 13, 2024 Regular Meeting
- Entry and Lateral Deputy Update
- Sheriff Clerical Update
- Certification of Eligibility Lists

Old Business:

- N/A

New Business:

- Update on the Civil Service Rules

Public Comment

Setting of April Meeting

Adjournment

Following adjournment, the following Open Public Meetings Act/Public Records Act training will be administered:

- LESSON 2: OPEN PUBLIC RECORDS ACT BASICS – RCW 42.56 (30 minutes)

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MINUTES

REGULAR MEETING
ADMINISTRATION BUILDING
COMMISSIONER'S MEETING ROOM 303
FEBRUARY 13, 2024
2:00 P.M.
Executive Session: No

The meeting opened at 2:00 pm.

Commissioners Present – Paul Hart, Patty Wilson and Delaney Tucker.

Civil Service Commissioner Housekeeping Items

Commissioner Hart called the meeting to order and went into the Chair and Vice Chair elections. Commissioner Wilson recommended Commissioner Hart as Chair. Commissioner Hart agreed he would do it. Commissioner Wilson made a motion and Commissioner Tucker seconded. Motion passed unanimously. Commissioner Hart recommended Commissioner Wilson as Vice chair. Commissioner Wilson made a motion and Commissioner Tucker seconded. Motion passed unanimously.

Chief Examiner Henry brought around the contact information sheet to the newly appointed Chair Hart. He confirmed his contact information. Ms. Henry asked if he had received any of her emails, which he stated that they were still going to spam. She mentioned that he could send her an email and she would just create a chain to see if that would change anything. He said he would send her an email to test it.

Meeting Minutes for December 12, 2023 & January 9th, 2024

Chair Hart brought up the topic of approving both the minutes from the December 12th & January 9th meetings. There was a little confusion among the Commission of who could approve the minutes for December as the only two members of the Commission that were present were former Chair Hutchins and Vice Chair Wilson. Commissioner Tucker didn't feel comfortable approving minutes as she wasn't appointed to the Commission yet and Chair Hart had a similar concern since he wasn't present. They asked if they need to certified if 2 members aren't comfortable. Ms. Henry explained that regardless of who is present at the previous meetings, minutes must be certified, it can't just be skipped. And used the Board of County

Commissioners as an example. When newly appointed board members start, they still approve minutes despite having not been present for the meeting. Commissioner Wilson moved to approve both of the December 12, 2023 and January 9, 2024 minutes. Commissioner Tucker abstained from the December 12th minutes but seconded the January 9th minutes. Chair Hart seconded on the December 12th minutes but abstained from the January 9th minutes. Motions passed unanimously.

Staffing Update and Certification of Eligibility Lists

Current openings were discussed. Ms. Henry let the Commission know that there are 2 openings for Deputies, and that the discrepancy that was brought up at the last meeting had been resolved. She explained that with the help of payroll and the Sheriff's office they were able to discover which positions are open, by line item. She let the Commission know that there is also one opening on the Clerical side. Chair Hart asked Lieutenant Clark who left, he stated that it was Aaliyah Valladares and that she went over to Corrections. The eligibility lists for Entry Level Deputies, Lateral Deputies and Sheriff's Clerical were certified at this time. While signing the eligibility lists, Commissioner Tucker had a few questions on the process for applicants to get on the lists. Starting with Laterals. Ms. Henry explained that the laterals just need to email her a copy of their PHS. Lieutenant Clark also explained that laterals are very hard to come by and are very sought after by the Sheriff's Office. So, when we get a lateral applicant, they want their name immediately. Ms. Henry let him know that she would send them after the meeting. Commissioner Tucker also asked how the testing works for Clerical positions. Ms. Henry explained that they submit a PHS and we partner with Worksource to complete a series of clerical tests. The eligibility lists are then arranged in order of the combined test scores.

Open Public Meetings Act / Public Records Act Training

Ms. Henry once again brought up the plan for the Open Public Meetings and Public Records Training certifications. She explained that the training would take place over a few meetings until they were done. Chair Hart asked if this was a County requirement or if it was something new. Ms. Henry explained that this was actually an RCW and pulled out the RCW. Lieutenant Clark helped further explain that it's a requirement his department gets certified as well. Chair Hart then stated that he'll probably bring it up at his next LEOFF meeting. Ms. Henry let Chair Hart and Commissioner Wilson know that these would begin after the next meeting unless there were any conflicts. They both agreed.

Public Comment

Chair Hart asked if there was public comment and there was no response.

Setting of March Meeting

March 12th at 2:00 pm in the Commissioner's Meeting Room 303. Commissioner Tucker stated that she might not be able to attend.

Meeting adjourned at 2:20 pm.

Approved this 12th day of March, 2024

Paul Hart, Chair

Patty Wilson, Vice Chair

Delaney Tucker, Commissioner

Attest:

Devon Henry, Chief Examiner

BENTON COUNTY CIVIL SERVICE ELIGIBILITY LIST- ENTRY LEVEL DEPUTIES
MARCH 12, 2024

							3 OPENINGS
Rank	**First Name**	**Last Name**	**Score Certified Date**	**Written**	**Gender**	**Vet Pref**	**Notes**
1	Micah	Tappero	1/11/2024	85.6	Male	No	
2	Izayah	Darby	2/24/2024	83.98	Male	No	Sent 2/27/24
3	Ryan	Sulik	3/11/2024	83.2	Male	No	
4	Charles	Lukner	3/9/2024	83.02	Male	No	
5	Victor	Barajas	2/15/2024	81.33	Male	No	
6	Jonathon	Frasco	10/14/2023	81.1	Male	No	Sent 2/29/24
7	Michael	Minarik	2/15/2024	79.3	Male	No	Sent to Sheriff 1/10/24
8	Aaron	Gomez	10/10/2023	78.47	Male	No	Will be eligible January 2025
9	Cheyanne	McManus	8/15/2023	78.26	Female	No	
10	Edward	Moreno	10/14/2023	78.22	Male	No	Sent 2/29/24
11	Leobardo	Tapia	12/28/2023	78.07	Male	No	
12	Julian	Mendoza	1/20/2024	77.67	Male	No	Sent 3/4/24
13	Jacob	Russell	1/20/2024	77.55	Male	No	Sent to Sheriff 1/17/24
14	James	Cozad	1/11/2024	76.76	Male	No	
15	Anthony	Gomez	9/17/2023	76.35	Male	No	
16	Maxwell	Miller	6/17/2023	75.13	Male	No	
17	David	Sage	12/2/2023	74.93	Male	No	
18	Jesse	Douglass	2/24/2024	74.72	Male	No	
19	Alex	Mayer	4/22/2023	74.54	Male	No	
20	Jesus	Colula	8/2/2023	73.21	Male	No	
21	Brock	Sittman	8/19/2023	73.13	Male	No	
22	Eduardo	Ortiz-Perez	11/7/2023	73.08	Male	No	
23	Tomas	Fernandez	3/11/2023	73.06	Male	No	
24	Niko	Sanford	3/11/2023	72.97	Male	No	
25	Anthony	Gregory Carter	3/25/2023	72.74	Male	Yes	
26	Mitchall	Roderick	5/20/2023	72.60	Male	No	
27	Jesus	Gutierrez Jr	6/3/2023	71.76	Male	No	
28	Jared	Bloom	10/14/2023	71.69	Male	No	

BENTON COUNTY CIVIL SERVICE ELIGIBILITY LIST- ENTRY LEVEL DEPUTIES
MARCH 12, 2024

Rank	First Name	Last Name	Score Certified Date	Written	Gender	Vet Pref	Notes
29	Jonathan	Avila	11/4/2023	71.5	Male	No	
30	Gian	Russo	7/31/2023	71.27	Male	No	
31	Jose	Chavez	7/29/2023	71.07	Male	No	
32	Nicholas	Ford	8/19/2023	70.65	Male	No	
33	Alejandro	Salazar Hinojosa	8/22/2023	70.62	Male	No	

BENTON COUNTY CIVIL SERVICE ELIGIBILITY LIST- ENTRY LEVEL DEPUTIES
MARCH 12, 2024

Rank	First Name	Last Name	Score Certified Date	Written	Gender	Vet Pref	Notes

This list has been certified by the Civil Service Chief Examiner in accordance with Benton County Civil Service Rule 9.01.

Dated this 12th day of March, 2024

Devon Henry, HR Assistant / Chief Examiner

This list has been certified by the Benton County Civil Service Commission in accordance with RCW # 41.14.060 and Benton County Civil Service Rules.

Dated this 12th day of March, 2024

Paul Hart, Chair

Patty Wilson, Vice Chair

Delaney Tucker, Commissioner

BENT[illegible] COUNTY CIVIL SERVICE ELIGIBILITY LIST- SHERIFF'S CLERICAL GRADE 8
MARCH 12, 2024

						1 OPENING
Rank	First Name	Last Name	PHS Received Date	Combined Clerical Testing	Vet Pref	Notes
1	Maria	Castaneda	10/23/2023	233	N/A	Sent to Sheriff 1/25/24
2	Emily	Dezember	10/27/2023	229	N/A	Sent to Sheriff 1/25/24
3	Joseph	Hahn	10/23/2023	227	N/A	Sent to Sheriff 1/25/24
4	Brittany	Teeters	10/18/2023	225	N/A	Sent to Sheriff 3/7/24
5	Kaylee	Eylar	10/19/2023	216	N/A	Sent to Sheriff 3/7/24
6	Noraceli	Vega	10/19/2023	211	N/A	Ranks higher due to turning in PHS first
7	Ashley	Acosta	10/23/2023	211	N/A	
8	Monica	Decker	10/18/2023	209	N/A	
9	Brissa	Cortez	10/24/2023	208	N/A	
10	Kelsi	Dillon	10/30/2023	202	N/A	
11	Rayvanna	McQueen	10/30/2023	192	N/A	
12	Charles	Cruzwinters	10/20/2023	187	N/A	
13	Cody	Smithee	10/30/2021	183	N/A	
14	Yolanda	Alonzo	10/30/2023	175	N/A	
15	Travis	Brett	10/18/2023	167	N/A	

BENTON COUNTY CIVIL SERVICE ELIGIBILITY LIST- SHERIFF'S CLERICAL GRADE 8
MARCH 12, 2024

Rank	First Name	Last Name	PHS Received Date	Combined Clerical Testing	Vet Pref	Notes

This list has been certified by the Civil Service Chief Examiner in accordance with Benton County Civil Service Rule 9.01.

Dated this 12th day of March, 2024

Devon Henry, HR Assistant / Chief Examiner

This list has been certified by the Benton County Civil Service Commission in accordance with RCW # 41.14.060 and Benton County Civil Service Rules.

Dated this 12th day of March, 2024

Paul Hart, Chair

Patty Wilson, Vice Chair

Delaney Tucker, Commissioner

BENTON COUNTY CIVIL SERVICE ELIGIBILITY LIST- LATERAL DEPUTIES
MARCH 12, 2024

							3 OPENINGS
Rank	**First Name**	**Last Name**	**PHS Received**	**Years of Experience**	**Gender**	**Vet Pref**	**Notes**
1	Aimee	Bergman	2/9/2024	4	Female	No	Sent to the Sheriff 2/14/24

This list has been certified by the Civil Service Chief Examiner in accordance with Benton County Civil Service Rule 9.01.

Dated this 12th day of March, 2024

Devon Henry, HR Assistant / Chief Examiner

This list has been certified by the Benton County Civil Service Commission in accordance with RCW # 41.14.060 and Benton County Civil Service Rules.

Dated this 12th day of March, 2024

Paul Hart, Chair

Patty Wilson, Vice Chair

Delaney Tucker, Commissioner